DUTY STATEMENT

Employee Name:	Position Number:
Classification: Research Scientist IV (Chemical Sciences)	Tenure/Time Base: Permanent/Full Time
Working Title: Senior Clinical Chemistry Scientist	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R 10	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program	Branch/Section/Unit: Laboratory Services Branch / MS/MS Assay Development and Preanalytical Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring the quality of performance and outcomes of results from the Clinical Laboratory Improvement Amendments (CLIA) certified genetic screening laboratories that screen for newborn and prenatal diseases.

The incumbent works under the administrative direction of the Research Scientist Supervisor I (RSS I) (Chemical Sciences), Chief of the MS/MS Assay Development and Preanalytical Unit of the Laboratory Services Branch (LSB), in the Genetic Disease Screening Program (GDSP). The Research Scientist IV (Chemical Sciences) plans, organizes, and directs the major scientific research

studies, leads new assays or modifies existing newborn screening assays for newborn and prenatal screening sections in the Genetic Disease Screening Program (GDSP) – Laboratory Services Branch (LSB).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Develops new assays or modifies existing newborn screening assays using mass spectrometry techniques, including but not limited to high-performance liquid chromatography (HPLC), Tandem Mass Spectrometry (MS/MS), Time-of-Flight (TOF), quadrupole and ion trap techniques, and Fourier Transform Ion Cyclotron Resonance (FTICR). Contributes to the design and validation of reference materials. Conducts a comprehensive literature search on current methodologies and independently assess the need for improvements and upgrades in existing methodologies. Works with the Section Supervisor and other staff to design and conduct scientifically rigorous investigations and validation experiments in compliance with CLIA guidelines. Leads and facilitates the implementation of emerging methodology upgrades in accordance with laboratory quality assurance requirements.

20% As a subject matter expert, provides guidance to unit staff on newly developed methodologies. Makes independent decisions on complex scientific problems related to newborn and prenatal laboratory screening assays for various genetic disorders with high complexity and developed scientific scope. Operates, monitors, and conducts maintenance and routine services on complex laboratory analytical equipment. Troubleshoots issues by performing laboratory testing and communicating with equipment manufacturers. Provides guidance and interpretations of scientific research findings to LSB staff to assist in managing laboratory workflows.

20% Contributes to work conducted in other work areas in the Genetic Disease Laboratory (GDL) including, but not limited to, newborn and prenatal screening, quality assurance, and reference material pool production. Writes, updates, and revises GDL workflow laboratory protocols. Writes manuscripts of scientific studies and publishes in scientific journals. Presents scientific research studies at internal meetings and conferences.

20% Provides independent evaluations and scientific recommendations to ensure the accuracy and quality of the GDL workflow screening results. Serves as a scientific expert consultant to GDSP, LSB and contract laboratories. Ensures continuous quality improvement and outcomes.

Marginal Functions (including percentage of time)

5% Provide training to colleagues within the MS/MS Assay Development and Preanalytical Unit and serves as scientific advisors or consultants to other scientists. Contributes to the strategic planning of short-term and long-term complex scientific studies. Participates in revision of regulations pertaining to genetic disease testing.

5% Assists other units or sections as needed for coverage and surge capacity at LSB. Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: JA
Date: 11/17/24